



**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF FLORIDA**

**Vacancy Announcement 15-1  
Court Operations Specialist**

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| Position:       | Court Operations Specialist                             |
| Vacancy Number: | 15-1  |
| Salary Range:   | CL 25 (\$38,704 - \$62,951) Depending on Qualifications |
| Closing Date:   | Open Until Filled                                       |
| Location:       | Tallahassee, Florida                                    |

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The United States District Court for the Northern District of Florida is seeking qualified applicants for the full-time position of Court Operations Specialist in the Tallahassee Division. A court operations specialist performs various operational and technical functions for docketing, maintaining and processing case information, managing the progression of cases, and provides customer service in accordance with approved internal controls, procedures, and rules. This position may also serve as relief courtroom deputy with an occasional travel requirement.

**Representative Duties**

**Case Management Responsibilities**

- Create and process new case files, include assigning case numbers, opening cases in the case management system, and preparing case files for tracking
- Review filed documents for conformity with rules and regulations and ensuring event codes are entered accurately
- Make summary entries of documents and proceedings and set schedules for briefing and record preparation
- Perform civil docketing and criminal post judgment docketing
- Receive and docket terminating documents. Prepare and distribute judgments, orders, and deficiency notices
- Check for prior or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summons
- Monitor assigned cases to ensure completion of required procedural steps. Manage progression of assigned cases to final disposition including the transmittal of records to appropriate court
- Provide procedural or case information to the public, bar, and the court without providing legal advice

**Relief Intake Clerk**

- Answer and route incoming calls and assist the public in the use of computerized databases
- Assist with copying and preparing documents. Receive and stamp incoming documents, certify court documents, respond to court emails, and assist with the maintenance of court files
- Inform customers of required fees, receive payments, and issue receipts. Secure funds in the cash register, balance the cash drawer at the end of the day, and process credit card payments
- Sort, classify, and file case records, while maintaining the integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents
- Prepare, ship, and retrieve records from the appropriate Federal Records Center
- Process incoming and outgoing mail; maintain the mail meter and meter log
- Manage or assist with jury selection and naturalization processes

May serve as relief courtroom deputy and perform other related duties as assigned.

### **Qualifications**

- Requires a minimum of one year of experience at the CL 24 level in a legal environment with knowledge of federal and local court rules, practices, procedures, and forms. And the knowledge of: the purpose and format of the full range of documents (i.e. pleadings, correspondence, transcripts, etc.); legal terminology; docketing requirements; how to process, issue, and certify documents; and the procedures for public access to court files.
  - Court preferred education level: bachelor's degree from an accredited college or university. Work equivalent experience will be credited in lieu of college degree.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and advise filers of errors
- Ability to communicate with parties and answer procedural questions without providing legal advice
- Skill in determining appropriate course of action for disposition of a case
- Skill in typing and the use of word processing and other automated systems and equipment to review dockets and documents
- Skill and accuracy in mathematical calculations and data entry
- Ability to work well with others
- Ability to consistently demonstrate sound ethics and judgment
- Previous courtroom deputy or relief courtroom deputy experience a plus

### **Employment Information and Benefits**

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov). Judiciary benefits include paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

### **Applicant Information**

This position will be located in the Tallahassee Division of the United States District Court for the Northern District of Florida. Applicants must be a U.S. citizen or eligible to work in the United States. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. The selected candidate will be subject to a background check and employment is conditional until a suitability determination is complete.

Qualified applicants should submit a resume including salary history, a completed application form AO-0078 (available at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov)), and a list of three professional references to:

Attn: Vacancy Announcement 15-1  
Northern District of Florida  
Office of the Clerk of Court  
111 N. Adams Street Suite 322  
Tallahassee, FL 32301

One or more positions may be filled from this announcement. The position is open until filled. The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**